

Role Title:	Chief Executive Officer
Reports to	Board of Trustees
Location:	Hull
Last update (date):	17 September 2018

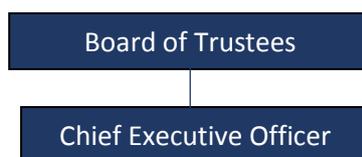
The Purpose of the role:

Reporting to The Board of Trustees, The Chief Executive Officer (“CEO”) is responsible for leading and managing the development and strategic direction as agreed with the Board of Trustees and in line with the Trust’s objectives.

The CEO will manage and further develop all aspects of the Community Programme and initiatives, ensuring all activities meet project aims and financial objectives fulfilling Hull City Football Club’s commitment to the community it serves in line with governance guidelines of The Premier League and English Football League.

Working with the Board, contributing to the development of the Board’s Strategic Plan, clearly defining the Trust’s mission, vision, values, short and long-term goals.

The role fits in the organisation here:



Key facts & figures of the role: Key accountabilities

- To prepare a 3 year strategic plan and annual budget for approval by the Board of Trustees and operate within this budget, including regular financial forecasting to the Board of performance against the plan.
- To devise and implement a business plan aligned to the strategic plan, and to regularly review, evaluate and report on progress to the Board of Trustees.
- To ensure the continued financial sustainability of the Trust, driving profitable growth and making the Arena business a commercial success.
- To lead and drive business development opportunities for the Trust and Arena including securing new sources of public and/or private sector funding whilst exploring all forms of available grant funding
- To develop and maintain a strong working relationship with Hull City acting as the charitable arm of the football club
- Establish a robust governance process to demonstrate the Trust’s corporate and financial integrity to stakeholders, governing bodies and funding partners.
- To provide leadership within the Trust to ensure effective operational support for successful progression.
- To align business success with employee success by introducing, monitoring and evaluating incentive and commission schemes for the Arena and the Trust where applicable.
- To ensure a sustainable income from individual, corporate, legacy and Trust donations is achieved to deliver profitable growth resulting in the Arena business being a commercial success.

- Support the Board of Trustees, to provide effective leadership, ensuring up-to-date policies, procedures and standards are maintained.
- To identify risks and opportunities and ensure appropriate strategies are in place to address them; bring those which are appropriate to the Board and/or its committees for discussion and resolution and facilitate discussion and deliberation.
- Supply regular reports to the Board of Trustees and attend Trustee Board and sub-committee meetings including monthly management accounts.
- Deliver quality and organisational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- To represent the Trust in the community and build partnerships with relevant parties and organisations.
- Provide a work environment that recruits, retains and supports quality staff and volunteers and assure processes for selecting, developing, motivating and evaluating staff and volunteers are embedded in the Trust's policies and procedures.
- To create, lead and sustain a professional culture within the Trust.
- Oversee the continued development of an effective fundraising strategy to maximise income.
- Develop innovative ideas for raising funds and identify establish clear financial systems and controls to ensure efficient use of funds.
- Oversee the continued development of a marketing strategy with support from the marketing team to produce a powerful brand and message.
- Develop internal communications to build efficient operations and engagement in teams.
- Represent the organisation at external events and publicity opportunities.
- Ensure the organisation's staff and volunteers are focused on achieving its mission and aims.
- Ensure the organisation fulfils its legal, statutory and regulatory responsibilities, including safeguarding and Health and Safety.

Key Relationships of the role:

Board of Trustees, Management Team

What is needed to be successful in this role (Person Specification):

Core Competencies:

- Strong commercial judgement
- Extensive proven experience in providing strategic direction, leadership and operational line management
- Excellent communicator (written, verbal and listening)
- Effective time management/organisational skills
- Strong work ethic and reliability
- Experience of working with non-executive or charitable boards
- Ability to use own initiative
- Team player
- Strong influencing and coaching skills
- Effective negotiation skills
- Strong emotional intelligence

<ul style="list-style-type: none"> • Ability to build and maintain trusted and effective relationships • Adaptability and flexibility with day to day tasks and workloads • Working to multiple deadlines and under pressure 	
Personal Qualities:	
<ul style="list-style-type: none"> • Enthusiasm, energy and resilience • Focused • Personable • Rational thinker • Strong commercial and financial acumen • Trustworthy • Confident • Competitive • Desire to lead, inspire and motivate • Excellent networking skills 	
Qualifications:	Degree standard
Experience:	
<ul style="list-style-type: none"> • Proven experience as CEO or in other senior leadership positions. • Strong commercial track record with evidence of developing revenue streams and effectively managing costs. • Evidence of sourcing and securing new funding opportunities and increasing sales 	
Tigers Trust Purpose:	
<p><i>The Tigers Sport and Education Trust is a charity which aims to make a difference to people's lives by involving them in sport, as it is proven that sport can tackle a wide range of issues such as health, unemployment and crime. Through its work, the Tigers Trust promotes the values linked with sporting success and upskilling participants through practical activity.</i></p>	
Core Values:	
<ul style="list-style-type: none"> • To listen – We will listen to all communities. • To value – We will value, respect and respond to all (contributions). • To challenge – We are ready to challenge and be challenged. • To innovate – We will strive for excellence. 	
Tigers Trust Vision:	
<ul style="list-style-type: none"> • We will aspire to transform the health of our community. • We will strive to commission high quality, safe and acceptable services. • We will conduct ourselves with dignity and show respect and tolerance to all members of our community. • We will be transparent and democratic in our decision making. • We will promote effective communication at all levels. • We will engage with, and attempt to inspire, all stakeholders. • We will be innovative in our approach and radical should situation demand. • We will promote health education amongst professionals and the general public. • We will endeavour to reduce health inequalities in Hull. • We will be accountable for all decisions made and be open to scrutiny to demonstrate sound corporate governance. 	
Manager Sign Off:	Date:
Employee Sign Off:	Date:
<p>You may be expected to conduct yourself in other ways and undertake different duties which are reasonable in the opinion of the Trust. Your job profile is not limited and may be reasonably modified as necessary to meet the needs of the organisation.</p>	